

U.S. DEPARTMENT OF STATE
U.S. EMBASSY SEOUL, CONSULAR SECTION, IMMIGRANT VISAS
82 Sejong-ro, Jongro-ku, SEOUL 110-710 KOREA or
Unit 15550, APO AP 96205-0001

INTL FAX 822-397-4501, DOMESTIC FAX 02-397-4501, DSN FAX 721-4501

After you have complied in full with the instructions on the attached SEO 3.5, please request an immigrant visa appointment by completing and returning this OF-169, together with a photocopy of the passport identity page of the passport for each applicant, by fax or mail to Immigrant Visas (IV) at one of the above addresses.

IMMIGRANT, FIANCÉE, LIFE ACT VISA APPOINTMENT REQUEST (OF169)

FROM THE APPLICANT TO IV: I have gathered all necessary documents described herein, which are relevant to my case, and will bring them for my appointment at IV. Enclosed are photocopies of the identity pages of the emigration passports for myself and all family members who will apply for visas. I understand that IV will notify me of my appointment only after IV receives my Korean National Police Certificate (KNPC) result and all other internal processing is complete. All applicants who must obtain a KNPC have applied for them through IV. I recognize that qualifying for a visa is my responsibility alone; no prior assurance can be made about visa issuance. I understand that I should not give up my job or business, not dispose of property and not make any final travel arrangements until a visa is actually issued to me.

The following family members, who are not U.S. citizens or legal permanent residents, will apply:

- ☐ Myself only
- ☐ Myself together with my spouse (print full name): _____
- ☐ Myself together with my spouse and the following minor children (print full names of each):

(print full name and case number of principal applicant)

(print your full mail address and zip code, phone and fax numbers, email address)

(preferred week of your appointment)

(signature of principal applicant and today's date)

INSTRUCTIONS FOR IMMIGRANT, FIANCE, LIFE ACT VISA APPLICANTS

IV has received an approved petition for you. Please follow these instructions in a timely manner if you wish to apply for an immigrant, fiance or LIFE Act visa. Many forms can be downloaded and information obtained from www.asktheconsul.org or www.travel.state.gov. Please remember that a consular official may need further information or documents, in order to determine your eligibility, at any time.

BIOGRAPHIC INFORMATION. Please complete, sign and mail or fax to IV the enclosed Biographic Data DS-230 part 1, now, one for each family member so that we can begin internal checks, which take at least 3 weeks.

KOREAN EMIGRATION PASSPORT. Korean law requires Korean citizens to obtain a Korean emigration passport (Type PR or R). Korean citizens must contact the Ministry of Foreign Affairs and Trade, Overseas Residents and Immigration Division, 403 Daehan Jae-Boheom Building, 80 Susong-Dong, Jongro-Gu, Seoul or the Korean Consulate nearest your overseas residence for instructions. If you wish, you may use the services of an emigration corporation to help you obtain an emigration passport.

POLICE CERTIFICATE. See the visa reciprocity information on www.travel.state.gov for police certificate requirements for various countries. If deemed to be available, as a minimum you must obtain a police certificate from your country of nationality and your country of current residence if your period of stay there occurred after age 16 and was in excess of six months. Police certificates are required from other countries for all stays in excess of one year after age 16.

The Korean National Police Certificate (KNPC) can only be processed through IV. Submit your application to IV now. Korean nationals residing in Korea must submit 2 SEO-11s, Hangul cover sheet, 3 photographs and 1 copy each of their Family Census Register (FCR) (Hojeok Deungbon) and Residence Register (Jumindeungnok Deungbon) issued within the last 3 months. Married women must also attach the original FCR from which she was removed. Koreans living outside of Korea must submit 2 SEO-11s with 2 photographs, 1 copy of their FCR and 1 photocopy of their passport identity page. Other nationals must submit 2 SEO-11s with 2 photographs and 1 photocopy of their passport identity page. IV can only schedule your immigrant visa appointment after we receive your final KNPC, which takes at least 3 weeks.

AFFIDAVIT OF SUPPORT: Please be sure to carefully read and completely follow all instructions.

- ☐ Immediate relative and family preference cases: I-864 must be properly signed and notarized under U.S. law by the petitioner and adult household members, with a separate, properly signed and notarized I-864 from any joint sponsors, and each I-864 must have attached to it evidence of each signer's U.S. citizenship or legal permanent resident status, evidence of current, sustained income and photocopies of the last three years of federal tax returns.
- ☐ Fiance, employment preference and LIFE Act cases: I-134 must be properly signed and notarized, and must have attached to it evidence of current, sustained income/assets.

VISA APPOINTMENT. Complete page 1 of this form and mail or fax it to IV along with a photocopy of the identity page of the passport (emigration passport for Korean citizens) for each applicant, after you have gathered all necessary documents. Immediate relative (parent, spouse or child of a U.S. citizen--IR or CR, or returning resident--SB), fiance and LIFE Act visa applicants usually receive an appointment within 4 weeks, once all internal processing and police certificates are complete. IV orders visas for all other applicants (F or E) from Washington DC only after receiving your appointment request and if your priority date is current. We have no control over priority dates. If your priority date is not yet current, you must wait until it becomes current. You may check priority dates at www.travel.state.gov. Once all internal clearances and police certificates are complete, family preference (F) applicants usually receive an appointment within 10 weeks. Employment preference (E) applicants usually receive an appointment within 14 weeks. IV will inform you of your appointment by mail.

PAYMENT. Each immediate relative, family preference and employment preference applicant must pay the statutory IV fee of \$325 (\$260.00 application fee and \$65.00 issuance fee). Please bring to your appointment sufficient funds in cash (dollars or won), money order or traveler's check. Personal checks and credit cards cannot be used to pay visa fees. A separate visa and fee is required of each person emigrating, regardless of age. If the visa is denied, the application fee of \$260.00 CANNOT be refunded. Fiance and LIFE Act applicants must pay a \$45 fee at Hanmi Bank and bring the receipt to your appointment. Other IV related fees are: Korean emigration passports--W37,500;

medical examination fee--W120,000 for adults and W80,000 for under 15 year olds; fees for any required vaccinations--settled separately with each medical examiner.

MEDICAL EXAMINATION. All applicants must complete a medical exam at one of these authorized hospitals:

- ☐ Saint Mary's Hospital; phone 02-3779-1521; 62 Yeouido-Dong, Youngdeungpo-Ku, Seoul
- ☐ Seoul Adventist Hospital; phone 02-2210-3511; 29-1 Hwikyoung-Dong, Dongdaemun-Ku, Seoul
- ☐ Yonsei Severance Hospital; phone 02-361-6541/2; 134 Shinchon-Dong, Seodaemun-Ku, Seoul
- ☐ Maryknoll Hospital; phone 051-461-2290; 12, 4-Ga, Daechung-Dong, Jung-Ku, Pusan
- ☐ Wallace Memorial Baptist Hospital; phone 051-580-1313; 374-75 Nansan-Dong, Keumjeong-Ku, Pusan

You must arrange your own examination. Please give to the examiner your passport (emigration passport for Korean citizens), two passport size photographs AND THE PHOTOGRAPH NEGATIVE. The examiner will give the medical report and chest X-ray to you in a large sealed envelope. DO NOT OPEN THE ENVELOPE. The medical report is valid for 12 months, if a CLASS A or TB condition exists it is valid for 6 months. K and V applicants do not need vaccinations.

YOUR APPOINTMENT. All IV applicants are seen by prior appointment only. It is your responsibility to come fully prepared with all needed documents in hand. Do not bring electronic or hazardous items. You and your belongings are subject to search. After your arrival you will be sworn in as to the truth of your application. Please be patient as this is the first time we see your case in its entirety. Many applicants will receive a visa without needing a personal interview. Every effort will be made to process your visa on the day of your appointment, but we CANNOT guarantee same day service. DO NOT make travel arrangements until you have your visa in hand. Please expect to spend the better part of a day here for processing to be completed. Since immigrant and fiance visas are usually valid for 6 months it is best to apply well in advance of your desired travel to U.S.

Bring the following documents with you for your interview for each applicant:

- ☐ Valid passport or travel document (Korean citizens must have a Korean emigration passport).
- ☐ IV application DS-230, part 2 or K/V application DS-156 with supplement.
- ☐ Evidence of birth, death, adoption, marriage, divorce for each applicant (Family Census Register issued within the last year for Koreans). Married women must also bring the original FCR from which she was been removed.
- ☐ Medical report and chest X-ray (unopened).
- ☐ Affidavit of Support. For immediate relative and family sponsored applicants: I-864, properly notarized with evidence of signers' U.S. citizenship or legal permanent resident status, evidence of current, sustained income and last 3 years of federal income tax returns. For other applicants: I-134, properly notarized with evidence of income and/or assets.
- ☐ Two color IV photographs per attached description.
- ☐ IRS form 9003.
- ☐ Police certificates.
- ☐ Previous passports.
- ☐ Military discharge, court or prison records, U.S. immigration documents, as appropriate.
- ☐ English translations of all non-English language documents.
- ☐ Fees.
- ☐ Duplicate copies. Although only one copy of these documents is required, you may wish to obtain duplicates in case the originals are lost or damaged.

WARNING

FAILURE TO APPLY FOR YOUR IV WITHIN TWO YEARS OF BEING TOLD THAT YOU MAY APPLY WILL RESULT IN THE PERMANENT TERMINATION OF YOUR CASE PURSUANT TO SECTION 203(g) OF THE IMMIGRATION AND NATIONALITY ACT. REPORT ANY CHANGE IN YOUR ADDRESS PROMPTLY TO IV. DO NOT MAKE ARRANGEMENTS TO DEPART KOREA, DISPOSE OF YOUR PROPERTY, GIVE UP YOUR JOB OR SELL YOUR BUSINESS UNTIL AFTER YOU RECEIVE A VISA.

Enclosures: as stated

OF169-SEO 3.5, 15OCT01